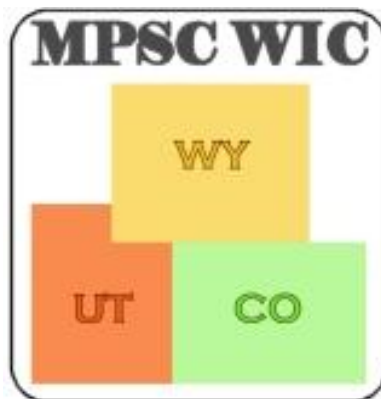# Mountain Plains States Consortium
WIC System Project

DDI DELIVERABLE #07

SYSTEM ADMINISTRATION BATCH PROCESSES DFDD

(DETAILED FUNCTIONAL DESIGN DOCUMENT)

Presented to:

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Document Revisions

Revision Date	Updated By	Requested By	Description of Revision
8/23/07	CIBER	MPSC	Revision Version
11/30/07	CIBER	MPSC	Final Version
12/21/07	CIBER	MPSC	Updated Final Version

Table of Contents

1   Certification – Farmers' Market Eligibility

This process updates participant records to indicate that a participant is eligible to receive farmers' market food instruments.

1.1   Summary

Automatic updates are performed on an annual basis of active participants as follows:

1.   Automatically flag active participants as follows:

- Participant categories identified in parameters
- Participant ages identified in parameters.
- Participants in clinics that have the farmers' market indicator set to true on their clinic record and meet the above conditions.

1.2   Attributes

How Initiated	Upon request
Run Frequency	Annually
Affected Data	Participant data
Staff	Central Office and Site staff
External Organizations	None
Period Covered	Current
Inputs	Active Participants who meet farmers' market eligibility requirements
Outputs	None
Prerequisites	Farmers' market parameters entered
Affect on Other Processes	Farmers' market food instrument issuance

1.3   Processing Logic Details

Certified participants that are eligible will be indicated. This will be reflected as follows:

♦   Update participant record farmers' market eligibility indicator to true.

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2   Certification – Remove Farmers' Market Eligibility

This process will remove the farmers' market eligibility indicator from the participant record.

2.1   Summary

There will be an automatic update performed on an annual basis of active participants as follows:

- Participants that have not received farmers' market food instruments and have the farmers' market eligibility indicator set to true.

2.2   Attributes

How Initiated	Upon request
Run Frequency	Annually
Affected Data	Participant data
Staff	Central Office and Site staff
External Organizations	None
Period Covered	Current
Inputs	Active Participants who meet farmers' market eligibility requirements
Outputs	None
Prerequisites	Farmers' market indicator set to Y
Affect on Other Processes	Farmers' Market food instrument issuance

2.3   Processing Logic Details

This process removes the indicator from a participant's record at the end of the farmers' market season if they have not received farmers' market food instruments. This process will remove messages only from those participant's that have not picked up farmers' market food instruments. All other indicators are cleared upon issuance of farmers' market food instrument issuance.

Certified participants that are eligible will be indicated. This will be reflected as follows:

- ♦ Participant records will be updated to set farmers' market eligibility indicator to false.

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3   System Administration – Deactivate Stale Sessions

This process will move active application sessions to the inactive application sessions table.

3.1   Summary

This batch process deactivates application sessions based on the amount of time the session has been inactive compared to a pre-determined period of time. Every time users communicate with the database server, the application checks the active session table to see if the user still has an active session or if the user must login again.

3.2   Attributes

How Initiated	Batch
Run Frequency	Every minute
Affected Data	Inactive and active sessions
Staff	All
External Organizations	None
Period Covered	Current
Inputs	ActiveSession table
Outputs	InactiveSession table
Prerequisites	None
Affect on Other Processes	None

3.3   Processing Logic Details

The process looks at the Active Sessions table. It specifically looks at the last activity date of that table and the prevent timeout indicator as well as the ActiveSessionStatus. If prevent timeout is not set to true, the elapsed time, in minutes, between the last activity date and a system parameter is compared to determine if the record should be moved to the inactive session table and removed from the active session table, which causes the user to login again in order to access the application. Any records where the ActiveSession.Status = "D," are moved to the inactive session table as well. These records indicate that the user had logged out of the application.

System Parameter	Purpose	Format
Batch.TimeoutMinutesAppSession	Time, in minutes, used to determine if a record should be moved to the inactive session from the active session table.	Integer

4   System Administration – Purge Audit Database

This process will remove unnecessary records from the Audit database.

4.1   Summary

This batch process removes audit records from the Audit database if they were inserted more than one year ago.

4.2   Attributes

How Initiated	Batch
Run Frequency	Monthly
Affected Data	Audit records
Staff	All
External Organizations	None
Period Covered	Current
Inputs	None
Outputs	None
Prerequisites	None
Affect on Other Processes	None

4.3   Processing Logic Details

The process looks at each table in the Audit database. If the insert date of the record is more than one year ago, the record is deleted.

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5   System Administration – Purge Warehouse, Reports, & Extracts Databases

This process will remove unnecessary records from the Warehouse, Reports, and Extracts databases.

5.1   Summary

This batch process removes the warehouse, reports, and extracts records from the respective databases if they were inserted more than three years ago.

5.2   Attributes

How Initiated	Batch
Run Frequency	Monthly
Affected Data	Warehouse, reports, and extracts records
Staff	All
External Organizations	None
Period Covered	Current
Inputs	None
Outputs	None
Prerequisites	None
Affect on Other Processes	None

5.3   Processing Logic Details

This is a three step job.   Step one examines all the tables in the Warehouse database and deletes any records that were inserted more than three years ago. Step two examines all the tables in the Reports database and deletes any records that were inserted more than three years ago. Step three examines all the tables in the Extracts database and deletes any records that were inserted more than three years ago.

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6   System Administration – Purge OLTP Database

This process will remove unnecessary records from the OLTP database.

6.1   Summary

This batch process removes the family records from the OLTP database based on the amount of time that all the members have been terminated compared to a pre-determined period of time.

6.2   Attributes

How Initiated	Batch
Run Frequency	Monthly
Affected Data	Family, appointment, error log, inactive session, message and archive data
Staff	All
External Organizations	None
Period Covered	Current
Inputs	None
Outputs	BatchHistory
Prerequisites	None
Affect on Other Processes	Search Results

6.3   Processing Logic Details

This process identifies the families where all members have been terminated for more than the specified period of time. Once these participants have been identified, all related records in all child tables of the participant table are deleted. Similarly, all related records of the benefit family table are deleted. The archive tables that reside in the OLTP database are purged with this job. Archive tables include FI and EBT issuance and redemptions transactions. The FI and EBT tables are related to families and will be purged when the related family records are purged. The other tables that reside in the OLTP database that are purged are error logs, messages, and inactive sessions. These tables are not related to families. These records will be purged when they become older than the specified period of time. This process does not purge vendor, operations, financial or any functional area's reference data.   Records are written to the batch history table to give counts of the numbers of individual records purged. IE BloodWork 2435, Anthro 34565. Additionally, for each family purged, a record is written to batch history indicating the family number that was purged.

System Parameter	Purpose	Format
Batch.NumberofMonths toPurge	Determines if a record should be deleted. Records affected are family, appointment, error log, inactive session, message and archive. Value is measured in months.	Integer

7   System Administration – Purge Sync Database

This process will remove unnecessary records from the Synchronization database.

7.1   Summary

This batch process removes the log records from the Synchronization databases if they were inserted more than three years ago.

7.2   Attributes

How Initiated	Batch
Run Frequency	Monthly
Affected Data	Logs
Staff	All
External Organizations	None
Period Covered	Current
Inputs	None
Outputs	None
Prerequisites	None
Affect on Other Processes	Search Results

7.3   Processing Logic Details

The process looks at the log tables in the Synchronization database. If the insert date of the record is more than three years ago, the record is deleted.